

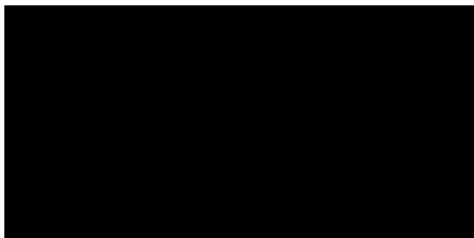
Approved For Release 2001/08/07 : CIA-RDP71B00529R000100180028-5

SECRET

DDS&T-4299-68
5 November 1968

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MEMORANDUM FOR:



EL

Through : Records Management Officer
SUBJECT : Quarterly Report on Records Purge

1. The first quarterly report for the records purge will be due in January 1969. Your report to the DDS&T is due on 3 January 1969. Please send the report to my attention. Listed below are some suggested items that could be included in your report.

- a. Amount of records destroyed during reporting period.
- b. Amount of records transferred to Records Center.
- c. Records that may have been transferred to other components or Agencies.
- d. Revision of Records Control Schedules.
- e. Microminiaturization of records.
- f. Adoption of new procedures, etc.

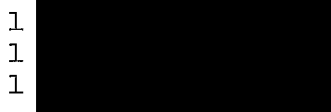
2. If additional information or details are needed in relation to this request, please contact me on extension 7787.

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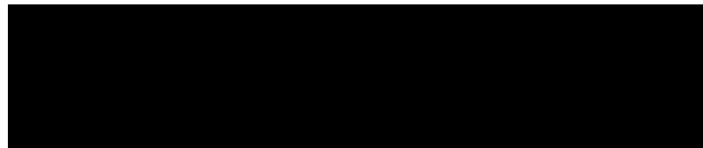
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2 - DDS&T Registry

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DDS&T Records Management Officer



**DD/S&T
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GROUP 1
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